

**INTERNAL USE ONLY - Do NOT DUPLICATE OR DISTRIBUTE
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POSITION DESIGNATION RECORD

AGENCY: _____ PROGRAM: _____

POSITION TITLE: _____

SERIES AND GRADE: _____ MASTER RECORD #: _____

RISK DESIGNATION SYSTEM

I. PROGRAM PLACEMENT

“**IMPACT**” on Integrity and Efficiency of Service

“**SCOPE**” of Operations for Integrity and Efficiency of Service

PROGRAM PLACEMENT (Major, Substantial, Moderate, Limited)

II. POSITION RISK POINTS

Risk Factors & Points:

Degree of Public Trust

Fiduciary Responsibilities

Importance to Program

Program Authority Level

Supervision Received

Total Points:

III. POSITION PLACEMENT

UNADJUSTED RISK LEVEL ← Note “C” after the risk
level if this is a Computer – ADP Position

MINIMUM INVESTIGATION

ADJUSTMENTS FOR UNIQUENESS AND UNIFORMITY? COMMENTS:

FINAL PLACEMENT (RISK LEVEL / SENSITIVITY LEVEL / ACCESS LEVEL)

MINIMUM INVESTIGATION

Assigned Position Sensitivity Code: ____ - ____ - ____
(AD-332, p.2., Section C, Block 4) ADP DTC

SIGNATURE OF AGENCY DESIGNATOR _____ DATE _____